



# COORDINATOR'S CHECKLIST

Read, complete and return the applicable Service Order Forms or information contained in this Exhibitor Services Manual as soon as possible to meet the deadline dates.

Service	Submit by	Complete
<b>February</b>		
Online Booth Profile and Conference Program Exhibitor Listing .....	20 February	<input type="checkbox"/>
<b>March</b>		
Exhibitor Badge Request Mailing Form.....	16 March	<input type="checkbox"/>
OTC Conference Program Advertising, Conference Map & Sponsorship Insertion Order .....	17 March	<input type="checkbox"/>
Multi-Level Booth Certification with Floor Plans Request .....	18 March	<input type="checkbox"/>
Reliant Center/Pavilion/Outdoor/Stadium Double Decker Exhibit & Booth Notification Form .....	18 March	<input type="checkbox"/>
Reliant Center/Pavilion/Outdoor/Stadium Special Event Notification Form.....	18 March	<input type="checkbox"/>
OTC Work Authorization Request Form .....	20 March	<input type="checkbox"/>
Shuttle Advertising Art Deadline .....	20 March	<input type="checkbox"/>
Special Event Notification Form .....	20 March	<input type="checkbox"/>
Online Exhibitor Registration for Badge Mailing.....	20 March	<input type="checkbox"/>
OTC Conference Program Advertising and Map Materials.....	24 March	<input type="checkbox"/>
Exhibitor Housing Reservations .....	31 March	<input type="checkbox"/>
<b>April</b>		
Freeman Labor & Equipment Shipment Notification.....	1 April	<input type="checkbox"/>
Rogers Worldwide Ocean Shipments to Advanced Warehouse.....	1 April	<input type="checkbox"/>
Expocard Lead Management Services (discount rate).....	6 April	<input type="checkbox"/>
Smart City Internet-Network/Telephone Service Contract (discount rate).....	6 April	<input type="checkbox"/>
Rogers Worldwide Air Freight Shipments to Advanced Warehouse.....	8 April	<input type="checkbox"/>
Rogers Worldwide Ocean Shipments to Arrive Direct to Show .....	8 April	<input type="checkbox"/>
Promotional Opportunity Information Form.....	9 April	<input type="checkbox"/>
Aramark Catering (Booth Service) (discount rate).....	10 April	<input type="checkbox"/>
Harper Wood Compressed Air, Water & Drain (discount rate) .....	13 April	<input type="checkbox"/>
Harper Wood Electrical Services & Labor (discount rate).....	13 April	<input type="checkbox"/>
OTC Guest Cards.....	13 April	<input type="checkbox"/>
Rogers Worldwide Air Freight Shipments to Arrive Direct to Show .....	15 April	<input type="checkbox"/>
Hanging Sign Notification.....	15 April	<input type="checkbox"/>
Freeman Services (check individual forms for discount rates): .....	15 April	<input type="checkbox"/>
<input type="checkbox"/> Method of Payment	<input type="checkbox"/> Exhibits Package Order	<input type="checkbox"/> Hanging Sign Order
<input type="checkbox"/> Furnishings Order	<input type="checkbox"/> Totalflex Order	<input type="checkbox"/> Structural Integrity Statement
<input type="checkbox"/> Accessories	<input type="checkbox"/> Signs & Graphics Order	<input type="checkbox"/> Third Party Authorization
<input type="checkbox"/> Carpet Order	<input type="checkbox"/> Fabric Solutions Order – 4/1/09	<input type="checkbox"/> Material Handling/Freight Services (Tab 6)
<input type="checkbox"/> Rental Exhibits Order	<input type="checkbox"/> Labor Order	
Rogers Worldwide Air Freight Shipment Arrivals.....	15 April	<input type="checkbox"/>
Freeman Audio Visual Solutions (discount rate).....	17 April	<input type="checkbox"/>
Mail/Fax Exhibitor Registrations.....	17 April	<input type="checkbox"/>
Advance Shipments to the Freeman Warehouse to Arrive.....	22 April	<input type="checkbox"/>
Rentsys Computer Rental (discount rate).....	24 April	<input type="checkbox"/>
Expocard Lead Management Final Date to Order Prior to Show.....	27 April	<input type="checkbox"/>
Online Exhibitor Registration Closes.....	27 April	<input type="checkbox"/>
Reliant Park Payment Policy and Billing Authorization: .....	27 April	<input type="checkbox"/>
<input type="checkbox"/> Custom Cleaning	<input type="checkbox"/> Exhibit Booth Security	<input type="checkbox"/> Parking Permits



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**Additional Services:**

Service	Complete
Reliant Stadium Hospitality Suite .....	<input type="checkbox"/>
2009 Pre-Registered Attendee List .....	<input type="checkbox"/>
Special Events, Décor, Entertainment & Destination Management.....	<input type="checkbox"/>
Convention Plant Floral Service .....	<input type="checkbox"/>
Neal Hamil Hostess/Host/Narrator/Translators .....	<input type="checkbox"/>
Barchfeld Convention Photography .....	<input type="checkbox"/>
Promotional Products .....	<input type="checkbox"/>
VIP Transportation .....	<input type="checkbox"/>